

**MINUTES OF A THE POLICY COMMITTEE MEETING OF THE PARK
DISTRICT OF HIGHLAND PARK
HELD ON SEPTEMBER 18, 2024, 5:03 PM.**

A motion was made to allow Commissioner Labrador and Vice President Freeman to attend by electronic means.

Present: Commissioner Labrador, Commissioner Ruttenberg, Commissioner Grossberg, Vice President Freeman

Absent: None

Also, Present: Executive Director Romes; Deputy Director Carr; Director Smith, Director Gogola, Director Peters, Director Voss, Assistant Director Acevedo, Assistant Director Soto, Manager Ochs, Coordinator Hejnowski

Guest Speaker: None

Additions to the Agenda

None.

Review of the Employee Handbook

Director Hall reported that the Human Resources Department is revising the current Employee Handbook. To begin review of employee policies, the Human Resources Department is providing those that are most impactful to 2025 budget planning and 2025 annual employee benefits programs. Staff reviewed proposed revisions to policies impacting work conditions (safety and security), employee benefits programs, and time off benefits.

Chapter 7, Time Off Benefits was a review of proposed revisions recommended by the board liaisons to "Sick Time", "Holidays", "Parental Leave", and Bereavement Leave". Additionally, it was a review of policies provided last month, but no time was allotted for feedback, this includes "Jury Duty", "Time Off to Vote", "Family and Medical Leave (FMLA)", "Military Leave", "Illinois Victims' Economic Security and Safety Act (VESSA)", and "Personal/Non-FMLA Qualifying Leave of Absence".

Chapter 1, Introduction was a review of "Welcome! Mission Statement. Disclaimer. Governance. Just a Bit of Park District History", "Roles at the Park District", "Employment Categories", "Equal Employment Opportunity Statement", "Non-Discrimination and Anti-Harassment", and "Disability & Pregnancy Accommodation".

Chapter 2, General Employment was a review of "Introductory Employment Period", "New Hire Reporting", "Employment Eligibility Verification", "Pre-employment medical screening", "Recruitment and Hiring of Certified/Professionally Trained Staff", "Criminal Background Check", "Child Labor Laws", "Voluntary and Required Trainings", "Mandatory Reporting of Child Abuse and Neglect", "Employee Data Changes", "Access to Personnel Files", "Employee Records Confidentiality", "Employment Reference Checks", "Internship Program", "Working in More Than One Department", "Personal Relationships at Work", "Outside Employment", and "Performance Evaluation".

Open to the Public to Address the Board

None.

Adjournment

A motion was made by Commissioner Ruttenberg and seconded by Commissioner Labrador and approved by a unanimous vote. The Board Meeting adjourned at 6:04 p.m.

Respectfully submitted,

Roxanne Hejnowski

Roxanne Hejnowski, Assistant Secretary